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TO : Chief, Management Staff

DATE: 30 December 1954

FROM : Chief, Records Management Division

25X1 SUBJECT: Special Report - []

1. On 21 December you asked me to give you a special report on certain questions or comments that [] had proposed to Mr. Reynolds, Assistant Director for Personnel.

(Primary to)
21 Dec 1

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25X1 2. [] questions or comments and my replies are as follows:

25X1 a. [] "Didn't have enough to do."

25X1 My comment: Between 27 September and 26 November, [] was fully engaged in the preparation of a handbook for the internal operations of the Records Center. The first draft of this material was submitted to me on 8 October 1954. A draft of the completed project was submitted to [] Chief of the Records Center, on 26 November for his comment. Subsequent to 26 November, [] was given the following projects:

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(1) Compile tabulation of all special requests for service submitted to the Records Center for the period 1 July to 1 December. This was completed on 6 December.

(2) Compile tabulation of all requests for service received by the Records Center for July and November 1954. (NOTE: Compilations had previously been prepared by personnel of the Records Center for August, September and October 1954). This was completed on 27 December.

(3) Design all necessary forms mentioned in the proposed handbook for Records Center operations. These were completed on 21 December.

(4) Prepare procedures for processing all forms designed. These have not been completed.

25X1 In my opinion these assignments should have kept [] busy. He had been advised to notify [] or myself if he did not have enough work. I received no such notification.

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25X1 b. [] "Sat out behind file cabinets where it was cold."

My comment: When [] was assigned to the Records Center on 26 September, we gave him space where it would

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be quiet and suitable for him to work without interruption. It was the only suitable space available. The Records Center building is not designed for general office space and is not properly heated throughout. During the recent cold spell [] has been using [] desk when he was out of the building. () This area is more comfortable than the rest of the building.

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c. [] "Had asked [] what was proposed for him to do after his assignment at the Records Center was completed at the end of 90 days."

My comment: I told him I did not know because it was originally agreed that his assignment with the Records Center would last only until 27 December 1954.

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3. I discussed the above items with [] and [] on 21 December 1954,



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